

ADJUSTMENT OF FRINGE ACCRUALS

Effective: August 20, 2002

Most Recent Revision: None

Objective: To establish a procedure for adjusting fringe benefit balances of

employees whose standard workweek is changed.

Reference: Personnel Department

Policy of the Board of Representatives:

There are two categories of fringe benefits:

- 1) Earned – Vacation, compensatory, discretionary (management), sick leave (Blue Collar), and personal time.

- 2) Entitlement -- Bereavement, holidays, and disability.

An employee earns accrued fringe time based on the scheduled hours of work for their position (full-time equals 35 or 40 hours). An employee is credited with entitlement fringe time based on the actual hours worked up to a maximum of the scheduled workweek of the position.

Fringes accrued will remain intact at the rate earned when an employee's scheduled hours change from 40 to 35, 35 to 30, 35 to 40, etc. If an employee's standard workweek is adjusted, future earned accrued fringe time will be at hourly/daily rate based on the scheduled workweek in place at the time of accrual. Entitlement fringes will be adjusted when an employee's standard workweek changes to reflect the hourly/daily balance based on a 7 or 8 hour work day.

Example A -- Employee moves from 40 to 35 hours on 7/1/02.

150.0 hours of vacation – no change

7.0 hours of compensatory time – no change

16.0 hours of personal – no change

8.0 hours of floating holiday – adjusted to 7.0 hours

920.0 hours of disability – adjusted to 805.0 hours

Example B – Employee moves from 35 to 40 hours on 7/1/02.

150.0 hours of vacation – no change

7.0 hours of compensatory time – no change

16.0 hours of personal – no change

7.0 hours of floating holiday – adjusted to 8.0 hours

805.0 hours of disability – adjusted to 920.0 hours